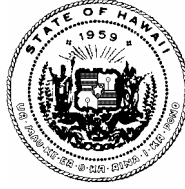


LINDA LINGLE
GOVERNOR



LILLIAN B. KOLLER, Esq
DIRECTOR
HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

P.O. Box 339
Honolulu, Hawaii 96809-0339
April 13, 2007

MEMORANDUM

TO: All Interested Applicants

FROM: Lillian B. Koller, Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – CASE
MANAGEMENT AND EMPLOYMENT SERVICES FOR
TWO-PARENT HOUSEHOLDS ON OAHU; RFP NO. HMS-
903-07-08-O**

The Department is seeking to purchase the service listed above and further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

An informational meeting is scheduled for 9:00 A.M. to 11:00 A.M. on Monday, April 23, 2007, at 820 Mililani Street, Haseko Center, Suite 606, Honolulu. For more information, please call 586-7068. In order for the proposals to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS, BESSD, Employment and Child Care Office (ECCPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals shall be hand-delivered (including courier mail) by 4:30 P.M., Thursday, May 10, 2007, to the DHS, BESSD, Employment and Child Care Office (ECCPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu. ALL MAIL-INS POSTMARKED AFTER 12:00 MIDNIGHT, MAY 10, 2007, WILL NOT BE ACCEPTED FOR REVIEW AND WILL BE RETURNED. Proposals and materials not requested by DHS will not be accepted for consideration.

State of Hawaii
Department of Human Services
Benefit, Employment & Support Services Division
Employment & Child Care Program Office

Request for Proposals

903-07-08-O

**Case Management and Employment
Services for Two-Parent Households on
Oahu**

April 13, 2007

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

1 ORIGINAL AND THREE COPIES TO BE SUBMITTED:

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 10, 2007** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

Department of Human Services
BESSD Administration Office
Employment and Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

Geneva Candean
For further info. or inquiries
Phone: 586-7068
Fax: 586-5744

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 10, 2007.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., May 10, 2007.

Drop-off Sites

Oahu:

Department of Human Services
BESSD Administration Office
Employment and Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable	1-1
II.	Website Reference	1-2
III.	Authority	1-2
IV.	RFP Organization.....	1-2
V.	Contracting Office	1-3
VI.	Orientation	1-3
VII.	Submission of Questions	1-4
VIII.	Submission of Proposals	1-4
IX.	Discussions with Applicants	1-6
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation	1-7
XII.	RFP Amendments	1-7
XIII.	Final Revised Proposals.....	1-7
XIV.	Cancellation of Request for Proposals	1-7
XV.	Costs for Proposal Preparation.....	1-7
XVI.	Provider Participation in Planning.....	1-8
XVII.	Rejection of Proposals	1-8
XVIII.	Notice of Award.....	1-8
XIX.	Protests.....	1-9
XX.	Availability of Funds	1-9
XXI.	Monitoring and Evaluation	1-9
XXII.	General and Special Conditions of the Contract.....	1-10
XXIII.	Cost Principles	1-10

Section 2 - Service Specifications

I.	Introduction.....	2-1
	A. Overview, Purpose or Need	2-1
	B. Planning activities conducted in preparation for this RFP.....	2-1
	C. Description of the Goals of the Service	2-1
	D. Description of the Target Population to be Served	2-1
	E. Geographic Coverage of Service	2-1
	F. Probable Funding Amounts, Source, and Period of Availability.....	2-1
II.	General Requirements.....	2-2
	A. Specific Qualifications or Requirements	2-2
	B. Secondary Purchaser Participation	2-2
	C. Multiple or Alternate Proposals	2-2
	D. Single or Multiple Contracts to be Awarded	2-2
	E. Single or Multi-Term Contracts to be Awarded	2-3
	F. RFP Contact Person	2-3
III.	Scope of Work	2-3
	A. Service Activities	2-3

	B.	Management Requirements	2-3
IV.		Facilities	2-5

Section 3 - Proposal Application Instructions

		General Instructions for Completing Applications	3-1
I.		Program Overview	3-1
II.		Experience and Capability	3-2
	A.	Necessary Skills	3-2
	B.	Experience	3-2
	C.	Quality Assurance and Evaluation	3-2
	D.	Coordination of Services	3-2
	E.	Facilities	3-2
III.		Project Organization and Staffing	3-2
	A.	Staffing	3-2
	B.	Project Organization	3-3
IV.		Service Delivery	3-3
V.		Financial	3-4
	A.	Pricing Structure	3-4
	B.	Other Financial Related Materials	3-4
VI.		Other	3-5
	A.	Litigation	3-5

Section 4 – Proposal Evaluation

I.		Introduction	4-1
II.		Evaluation Process	4-1
III.		Evaluation Criteria	4-2
	A.	Phase 1 – Evaluation of Proposal Requirements	4-2
	B.	Phase 2 – Evaluation of Proposal Application	4-2
	C.	Phase 3 – Recommendation for Award	4-5

Section 5 – Attachments

Attachment A.	Competitive Proposal Application Checklist
Attachment B.	Sample Proposal Table of Contents

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	4/13/07
Distribution of RFP	4/16/07
RFP orientation session	4/23/07
Closing date for submission of written questions for written responses	4/25/07
State purchasing agency's response to applicants' written questions	4/27/07
Discussions with applicant prior to proposal submittal deadline (optional)	5/4/07
Proposal submittal deadline	5/10/07
Discussions with applicant after proposal submittal deadline (optional)	5/11/07
Final revised proposals (optional)	5/14/07
Proposal evaluation period	5/11-16/07
Provider selection	5/16/07
Notice of statement of findings and decision	5/16/07
Contract start date	7/1/07

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	www.hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services, State of Hawaii

Benefit, Employment and Child Care Program Office

Haseko Center, 820 Mililani St., Suite 606

Honolulu, HI 96813

Phone (808) 586-7068 Fax: (808) 586-5744

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: April 23, 2007 **Time:** 9:00 – 11:00 A.M.

Location: DHS, Haseko Center, 830 Mililani St., Suite 606, Honolulu, Hawaii

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 25, 2007 **Time:** 4:30 P.M. HST

State agency responses to applicant written questions will be provided by:

Date: April 27, 2007

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required

at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)
- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)
- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential,

the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. Proposal Submittal – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Lillian B. Koller	Edwin Igarashi
Director	Procurement Officer
P.O. Box 339	P.O. Box 339
Honolulu, HI 96809-0339	Honolulu, HI 96809-0339

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The State of Hawaii, Department of Human Services (DHS), Benefit, Employment & support Services Division (BESSD) is requesting proposals from qualified applicants to provide employment and support services for state funded Temporary Assistance to Other Needy Families (TAONF) households. Pursuant to Public law 104-193, “personal Responsibility and Work Opportunity Reconciliation Act of 1996, and reauthorized in 2006, families served under this project must meet work performance requirements established under Welfare Reform and progress towards self-sufficiency;

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) was posted on February 21, 2007, which did not elicit any response from the community by the posted deadline of March 16, 2007.

C. Description of the goals of the service

The goal of this project is to provide all TAONF families with employment services and assist them with the ultimate goal of self-sufficiency. No less than 50% of the households served shall meet federal minimal work requirement standards defined later in this RFP, under section III, Scope of Work.

D. Description of the target population to be served

The population to be served is comprised of able bodied adults who receive state funded TAONF benefits, which may include but are not limited to two-parent households, alien families not eligible for Temporary Assistance for Needy families (TANF) and TAONF recipients between 60 and 65 years of age. A two-parent household is defined by DHS as a household where two adults live together and have at least one child in common.

E. Geographic coverage of service

The area to be served includes census tracts 1-64.99, 68-72.99, 101-113.99 covering the Honolulu and Windward area of the island of Oahu and census tracts 65-67.99, 73-00.99 covering the area including Aiea, Leeward and Central Oahu. Census tracts are defined in the State of Hawaii, Department of Business, Economic Development and Tourism (DBEDT), The State of

Hawaii Data Book 2000, p.31-37. DHS reserves the right to re-assign census tracts, based on service needs, after affording the Provider thirty (30) days notice, for the duration of this contract.

F. Probable funding amounts, source, and period of availability

This contract is expected to be federally funded. The maximum amount of funding for this contract for State Fiscal Year 2008 is \$625,000.00 per area described above in section E, Geographic coverage of service. The total amount for this contract will be \$1,250,000.00. This includes a potential two tier performance and employment placement bonus not to exceed \$60,000.00 per unit for a total of \$120,000.00.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The Applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201, which can be found on the SPO website at www.spo.hawaii.gov.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

A single contract may be awarded to a proposal that demonstrates the ability to provide a comprehensive and efficient employment services program for the northern and southern areas of the island of Oahu.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: A multi-term contract for an initial duration of twelve (12) months, with the option of three (3) twelve-month extensions subject to the availability of funds and provider performance.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Geneva Candean (808) 586-7060

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. To provide case management and employment services to TAONF families referred by DHS. The caseload standard for each case manager shall be fifty (50) clients. Case management includes but is not limited to placing the program participants into approved work activities, providing support services if needed, and providing general guidance and support to maximize the participant's ultimate goal to secure employment and become self-sufficient.
2. All TAONF recipients shall be placed in the Hawaii Automated Network of Assistance (HANA) pool of clients for intake by the Provider. This pool shall be maintained and depleted daily.
3. Case management shall be on-going from assessment through post-employment progress and shall be fully documented in the HANA system.
4. Support services shall be issued to eligible clients by the Provider through the HANA system. The support services shall include, but are not limited to, child care, transportation, training and work-related expenses and work incentive payments. The supportive services payments are not part of the appropriation for this contract.
5. To place all TAONF households in any given month in work activities that meet federal work requirements in terms of hours and activities. Per the Deficit Reduction Act of 2005 (DRA) and HAR 17-794.1 work activities are defined as follows:

Core Work Activities:

Unsubsidized Employment Including Self Employment
 Subsidized Private or Public Sector Employment
 Community Work Experience
 On-the-Job Training
 Job Search and Job Readiness (not to exceed 4 consecutive weeks and a total of 6 weeks in any calendar year)
 Vocational Education Training (VET) (not to exceed 12 months in duration)
 Satisfactory Attendance at a Secondary School (if the participant is 20 years of age or under and does not have a high school diploma)
 Community Service Program

Non-Core Work Activities:

Job Skill Training
 Education Directly Related to Employment
 Satisfactory Attendance at a Secondary school (if the participant is over 20 years of age)

- a. **Two-parent households** receiving TANF funded child care shall be required to participate for a minimum of 55 hours of which 50 hours shall be core activities hours. Two-parent households receiving state funded child care shall be required to participate for a minimum of 35 hours of which 30 hours shall be core activities. Additionally, in both cases above, one of the household members shall be required to meet no less than 30 hours of work activities including at least 20 hours of core work activities on his/her own.
 - b. The work eligible individual in a **single parent alien household** shall be required to meet 30 work activities hours per week including at least 20 hours of core activity hours.
 - c. State funded participants involved in full time post secondary education shall be registered full time students in an accredited post secondary institution, and shall be involved in no less than 4 hours of employment per week. This is an exception to the other requirements which is detailed in the FTW procedures. Participants involved in this activity shall not be part of the total number of satisfactory compliance considered for bonus and penalty.
6. To ensure that work requirement as defined in the DRA and HAR 17-794.1 are met by the program participants on any given month, and that all participation has been duly verified in accordance with the

State of Hawaii Work Verification Plan. The Work Verification Plan and HAR 17-794.1. will be issued to the Provider in due time by DHS.

7. Participants shall exit the program when paid employment exceeds the income standards for TAONF eligibility. Cases meeting this criterion will result in the case being closed by the client's eligibility worker
8. To provide transitional support services to those program participants whose earnings exceed the income earnings limits set under the financial assistance program. These support services include, but are not limited to, transportation assistance and work retention bonuses. Additionally, the contractor will coordinate transitional child care through the Child Care Connection Hawaii Program (CCCH), subject to CCCH eligibility determination.
9. As an encouragement to contractors to perform, up this contract shall include be a two tier bonus structure not to exceed \$120,000.00 of the total contract funding.
 - a. Performance Bonus: Up to \$60,000.00, not to exceed \$30,000 per unit, will be available, provided certain performance achievements are met. These performance achievements shall apply to two-parent households to alien household not eligible for federal assistance. A satisfactory client is one who is meets the minimum federal work requirement as defined in HAR 17-794.1 and in section III-A-5 above

There also may be up to a 10% penalty imposed if certain participation requirements are not met by two-parent households and alien households not eligible for federal assistance. Please note that the penalties will be based on the total annual expenditure amount reported to the Department and *not* on the total allocated contract amount.

The bonus structure shall be:

\$30,000 Bonus	90-100% Satisfactory Participation
\$22,000 Bonus	80-89% Satisfactory Participation
\$15,000 Bonus	71-79% Satisfactory Participation
\$7,500 Bonus	60-70% Satisfactory Participation
\$5,000 Bonus	50-59 % Satisfactory Participation

The penalty structure shall be:

10% Penalty	0-29% Satisfactory Participation
8% Penalty	30-34% Satisfactory Participation
6% Penalty	35-40% Satisfactory Participation
4% Penalty	41-44% Satisfactory Participation

2% Penalty

45-49% Satisfactory Participation

- b. Employment Placement Bonuses: Each bonus payment shall be a one time, non-recurring payment. The total amount of bonus available shall be \$60,000.00, not to exceed \$30,000.00 per unit.

The bonus structure shall be:

Placement in full time employment of at least 40 hours per week
\$75.00

Retention of full time employment for 3 consecutive months
\$100.00

Retention of full time employment for 6 consecutive months
\$150.00

Full time employment with starting wages of at least \$12.00/hour
\$80.00

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The Contractor shall maintain as a minimum the following staff:

Work Program Unit 1 (Northern Half of Oahu)

1. One (1) full time Unit Supervisor
2. One (1) full time Administrative Assistance
3. One (1) full time Secretary
4. Six (6) full time Case Managers
5. One (1) full time Job Developer

Work Program Unit 2 (Southern Half of Oahu)

1. One (1) full time Unit Supervisor
2. One (1) full time Administrative Assistance
3. One (1) full time Secretary
4. Six (6) full time Case Managers
5. One (1) full time Job Developer

NOTE: In each of the unit, one case manager's responsibilities shall include social work functions (e.g., barriers assessment and subsequent referrals)

2. Administrative

Hours of Operation: Normal hours of operation shall be 7:45 a.m. to 4:30 p.m., Mondays through Fridays, excluding State Holidays.

Division Procedures: The PROVIDER shall follow Procedures established by BESSD regarding: 1) support services for child care, transportation, and work related expenses, 2) transitional health care and transitional child care, 3) case closures, 4) monitoring and tracking of participation, and 5) reporting of all data related to clients and client participation.

Execution of Contract: The successful applicant will be required to enter into a formal written Contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting Contract. Any deviations thereof must be specifically defined by the applicant in its proposal which, if successful, will become part of the Contract.

The funds available for this project are limited. The Department reserves the rights to contract for only those services which appear to be in the best interests of the Department.

The Department reserves the right to cancel the Contract without cause and to request new proposals for the work. Upon award of the work, the Department will forward the formal Contract to the successful offeror for execution. The Contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offeror, or within such further time as the Director may allow.

No such Contract shall be binding upon the Department until the Contract has been fully and properly executed by all the parties thereto and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the Contract during the fiscal year. Further, the Contract shall not be considered to be fully executed until the Department of the Attorney General of the State of Hawaii has approved the Contract as to form.

No Supplementary Agreement shall be binding upon the Department until the Agreement has been fully and properly executed by all parties thereto prior to the start date of Agreement. The PROVIDER shall not provide any services until the Agreement is fully and properly executed.

Any work performed by the successful offeror prior to receipt of a Notice to Proceed shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the receipt of a Notice to Proceed.

The **Special Conditions**, including but not limited to the following, shall be incorporated in the Agreement:

a. Purchase of Equipment, Furniture, Supplies and Telecom Request

- 1) The PROVIDER shall get prior approval for the initial purchase of equipment, furniture, supplies, etc. which are required for this Contract. Subsequent purchases of equipment (that has a useful life of more than one year) shall require prior approval.
- 2) The PROVIDER shall transfer possession of equipment, furniture and supplies purchased by the Department upon termination of the Contract.
- 3) The PROVIDER shall submit a telecom request to install or de-install any server, computers and printer related equipment, and telecommunication.

b. Liability Insurance

Notwithstanding the "General Conditions" for all 103F-procured contracts where section 1.4 addresses the liability insurance in a combined amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00), the Department of Human Services requires that the PROVIDER obtain, maintain, and keep in force, throughout the period of this Agreement, liability insurance (the "Liability Insurance") issued by an insurance company in a combined amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00), or such lesser amount requested in writing by the PROVIDER, and, for good cause shown, approved by the head of the purchasing agency, which approval, if any, is incorporated herein by reference, for bodily injury and property damage liability arising out of each occurrence. The PROVIDER'S Liability Insurance shall indicate that the State of Hawaii is an additional insured with respect to its policy provisions and, therefore, cover any liability arising out of or resulting from occurrences connected with the PROVIDER'S performance under the Agreement. Prior to, or upon execution of the Agreement, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage in the amount stated above. If the scheduled expiration date of

the liability insurance policy is earlier than the expiration date of the time of performance under the Agreement, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the State of Hawaii an updated certificate of insurance. The certificates of insurance shall expressly provide that the insurance policy shall not be cancelled unless the insurance company has first given to the State of Hawaii thirty (30) calendar days' written notice of the intended cancellation.

3. Quality assurance and evaluation specifications

The contract shall be evaluated based upon performance as described herein this section and discussed above. The contract will also be reviewed for overall cost effectiveness based upon the overall cost compared to the performance outcome.

4. Output and performance/outcome measurements

- a. To develop an Employment Plan and engage all the participants in work activities within the time frame allotted in the FTW procedures.
- c. To progress clients into job placement, replacement with higher paying employment or employment that will result in the client's loss of TAONF due to excess income;
- d. To assist clients with identified barriers to employment with barrier reduction and eventual placement into gainful employment in accordance with their Employment Plan;
- e. To meet or exceed a client performance rate of 50%.

5. Experience

The Provider shall demonstrate a thorough understanding of the purpose and scope of the service activity, as well as the necessary skills, abilities, and knowledge of, and experience relating to the delivery of the proposed services.

6. Coordination of services

The Provider staff shall comply with all appropriate federal and state laws, rules and regulations, and policies and procedures governing the State run, federally funded work programs for TAONF recipients. The Department shall provide training on all relevant policies and procedures, and on the Hawaii Automated Network Assistance (HANA) System.

The Provider shall keep records to document information acquired about the recipients or given or made available by the recipients served under this Agreement. All such information shall be considered confidential and shall not be disclosed by the Provider except as otherwise allowed by Hawaii Revised Statute §346-10, and Hawaii Administrative Rules §17-601, and only after prior written notification to DHS.

The PROVIDER shall insure the security and confidentiality of any and all data and/or information maintained on State electronic data processing equipment including but not limited to the HANA system.

7. Reporting requirements for program and fiscal data

The Provider shall enter client data and payment information at a computer terminal to be designated for the Provider. Monthly performance reports shall be prepared and submitted to the Department. While manual reports may be submitted, the computer entries shall be the official report and serve as one source for program evaluation. All data must be entered in a timely manner as the Provider will not receive any credit for client performance if these entries are not entered. All computer entries shall be supported by documentary evidence filed in the client's case record. At the Department's discretion, manual audits of case records may be performed to validate computer reports. In the event of discrepancies, the Department shall make the final determination of which data system (computer or audit-based, or a combination thereof) will be used to determine performance compliance.

Please take note that the "General Conditions" section of all Health and Human Services Contracts (section 1.6) requires a "Final Report" to the State of Hawaii pertinent to the Compensation and Payment Schedule of the finalized contract.

8. Pricing structure or pricing methodology to be used

This is a cost reimbursement Contract.

See RFP Section 3, Item V for details regarding Pricing Structure

9. Units of service and unit rate

Not applicable.

10. Method of compensation and payment

Payments shall be made in monthly installments upon the monthly

submission by the Provider of an original invoice and three (3) copies for the services provided in accordance with the costs identified in the Budget submitted with the Provider's proposal and approved by the STATE.

IV. Facilities

If the Provider does not already have existing facilities, the Provider is expected to enter into a lease arrangement for the procurement of adequate office space which can house their staff, equipment and the necessary data communication infrastructure for the HANA system.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services and provide the minimum qualifications (including experience) for staff

assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The purchasing agency shall consider cost proposals based on “cost type” or “pure reimbursement” pricing structure from the applicants’ who are non-profit organizations licensed to do business in State of Hawaii. “Cost-type” involves payment of all incurred costs within a predetermined total estimated cost.

The Provider is limited to fifteen percent (15%) in indirect expenses or administrative costs. For-profit corporations will not be allowed to charge any fixed fee or profit as part of their budget or expenditure plan

The purchasing agency shall consider cost proposals based on “cost-plus-fixed-fee” from the applicants who are for-profit organizations licensed to do business in State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. **We anticipate these fees to be limited to 10% or less of the contract award. Also, these fees need to be built within the contract ceiling.** *Please note*, however, that the Department reserves the right to negotiate the final amount of fixed fee within the limits discussed above.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205 Budget
 SPO-H-206A Personnel – Salaries & Wages
 SPO-H-206B Personnel – Payroll Taxes and Fringe Benefits
 SPO-H-206C Travel – Inter-Island
 SPO-H-206D Travel – Out-of-State*
 SPO-H-206E Contractual Services – Administration
 SPO-H-206F Contractual Services – Subcontracts
 SPO-H-206G Indirect Costs
 SPO-H-206H Other Costs
 SPO-H-206I Equipment Purchases*

*Expenditures require justification and prior approval

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application may be attached:

Most recent Audit Report.

2. Tax Clearance Certificate (Form A-6)

An original or certified copy of a current (within 3 months), valid Clearance Certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted by the contract execution date. The two-part Tax Clearance Application

(Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Proposal Application Checklist
- Registration with State Procurement Office
- Audit Report (most recent)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. _____
- Demonstrated a thorough understanding of the purpose and scope of the service activity. _____
- Described how the proposed service is designed to meet the pertinent issues and problems related to the service activity _____

B. Experience

- Explain your relevant experiences dealing with State of Hawaii contracts relating to the delivery of the proposed services during the last 5 years.

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities

- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

B. Project Organization

- **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- Describe the overall program content and design. _____
- Demonstrate a clear understanding of the target group. _____
- Demonstrate an understanding of the various service activities and sequence of events. _____
- Presents evidence of cooperation and collaboration, and willingness to follow Department requirements, policies and established procedures. _____
- Demonstrates knowledge of case documentation and maintenance. Include any experience with electronic case record maintenance as utilized in computer systems. _____
- Demonstrates knowledge of handling customer service demands and complaints. _____
- Provides for public relations and community collaboration. _____
- Describes staff/management activities. _____
- The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable. _____

5. *Financial (10 Points)*

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- To what extent does the budget support the scope of service of this RFP?
- Adequacy of accounting system.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
B.	Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirement	